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Daniel A. Feerst, MSW, LISW
Publisher

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☐ **WorkLife Excel® Newsletter PDF** (Pricing: Varies based on readership and PDF or Print Quantity) *Corporate, Top Shelf Newsletter, Effective Articles that Empower Employees – Print, PDF, or Both* == **Formats:** PDF, Print, or Both

☐ **FrontLine Supervisor**
Educates supervisors about EAPs and increase EAP utilization—since 1994 == **Formats:** PDF, MS Publisher, MS Word, Text Only, Imprinted PDF

☐ **FrontLine Employee** ☐ **(Also in Spanish)**
One-Flat Price, Customizable, Reproducible, Editable Newsletter for Employees **Formats:** PDF, MS Publisher, MS Word, MS Word Text Only, Imprinted PDF

☐ **Mastering the Respectful the Workplace Web**
This program permits customization from 5 to 10 topics (Five minimum)
☐ *Stifling Rumors & Gossip* ☐ *Avoiding Sexual Harassment*
☐ *Dignifying Differences* ☐ *Voicing Concerns/Opinions*
☐ *Rejecting Bullying/Ridicule* ☐ *Nonverbal Communication Issues*
☐ *Impulsive Behavior Issues* ☐ *Respecting Others' Space*
☐ *Criticizing (How/If/When)* ☐ *Noise & Distraction of Others*

☐ **Ten Stress Management Tips for Employees**
Ten tips, and 100 ideas to help employees beat stress

☐ **Substance Abuse Training for Supervisors**
Comprehensive-photos, signs, symptoms, effects, workplace impact, enabling, myths, misconceptions, and no mincing words about the disease.

☐ **Supervisor Training: Using the EAP in Supervision — Full Training—Full.** (Permits in-depth training.) *Traditional, Comprehensive EAP Education for Supervisors*

☐ **Supervisor Training: Using the EAP in Supervision (Briefer Version)** *Comprehensive EAP Education—shorter, but the solid basics*

☐ **Orientation of New Employees to the EAP** ☐ **(Also in Spanish)**
All the essentials of who, what, where, when, how and why EAPs are employee's best resource for help

☐ **EAP Refresher Training for Supervisors**
Part 1: Referring early, communicating with the EAP about releases, understanding mandatory referrals;

Part 2: Communicating with your employee, keeping your emotions in check, referring late after performance deterioration, staying in control of supervision process

Part 3: Avoiding EAP misconceptions, avoiding armchair diagnosis, follow-up after referral, staying firm—sticking to your decisions, if or when problems return, important tips in using the EAP in supervision.

☐ **14 Vital Skills for Supervisors (Full Program in Text Web Course, or Individual Skills as Flash Movies, Self-play CDs, or PowerPoint Shows with/without Sound Makes your EAP or training department the "go-to" source for helping supervisors do their jobs better, safer, and with less fear.**